User Manual of OASIS system

CAA Administrator User’s operations

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1. Introduction

ONLINE AIRCRAFT SAFETY INFORMATION SYSTEM (OASIS), is a set of tools designed to collect and share the following aviation data related to aircraft and air operators: aircraft registration, air operator certificates (AOCs), Aircraft Type Designators (Doc 8643), and Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services (Doc 8585). It provides a one-stop access to safety data related to aircraft and operators, allowing the ability to enter, validate and modify the data at source.

Here we introduce AOC system. And this user manual mainly focuses on the operations of CAA administrator.
2. Getting Started

2.1 Login page

Input the correct URL in your browser, and then you’ll come to the login page of AOC as the following screen shows:

![Login Page Screenshot]

2.2 Home page

Input the user name and password, and then you’ll come to the home page of OASIS as the following screen shows:

![Home Page Screenshot]
OASIS website will remind user when the content is clickable by turning the mouse icon into a ‘pointer’ icon where you can click to get more details.

2.3 Resource

Click on Resource button, you will see the resource page as the following screen shows:

Here are related regulations and rules which have been published. Users can choose to download them using the Download button. Some useful links are listed too.
2.4 Feedback

Click on Feedback link, you will see the contact us page as the following screen shows:
3. User Functions

The following screen shows user functions of CAA administrator:

3.1 My AOC

- Click on To validate link or the number in red to validate AOCs and Operation Specifications (Ops Specs).
- Click on To revalidate link or the number in red to revalidate AOCs and Ops Specs.
- Click on Outdated link to revalidate the outdated AOCs and Ops Specs.

3.1.1 Validate

AOCs and Ops Specs that have been uploaded but not been validated by CAA are listed in this page.
Select the “AOC” or “Ops Spec” to view the AOCs or Ops Specs you want to validate.

Select one or some or all of the listed AOCs or Ops Specs, and click Validate button to validate them.

Click the icon to edit the AOC or Ops Spec before validating it.

Click the title of the list to sort the AOCs or Ops Specs.

If you click the icon, you’ll have an overview of the AOC or Ops Spec:

Here is an overview of one piece of AOC as following screen shows.
Here is an overview of Ops Spec as following screen shows.

As we can see from the overviews of AOC and Ops Spec,
- Users can update some items of AOC or Ops Spec.
  - Items in red color are updated and different from the last version of AOC.
- For AOC, the associated Ops Specs are also listed. The Ops Specs can be updated and sort by
clicking the title of the Ops Spec list.

- Different buttons will come up according the roles of the current user.
  
  **Update**: users can update the selected AOC or Ops Spec.
  
  **Delete**: users can delete the AOC or Ops Spec if it is not active.
  
  **Validate**: users can validate the AOC or Ops Spec if it has not been validated.
  
  **Preview**: users can preview the whole AOC or Ops Spec.
  
  **Pdf**: user can download the AOC or Ops Spec in pdf and print it.
  
  **Save**: users can save the AOC or Ops Spec if it is updated in the overview page.
  
  **Cancel**: users can cancel the current operations of the AOC or Ops Spec and return to the previous page.

### 3.1.2 Revalidate

AOCs and Ops Specs that have been validated needs to be revalidated one year later. Here the page lists the AOCs and Ops Specs needs to be revalidated two months earlier.

As we can see from the screen above, some tips are introduced:

- Select AOC or Ops Spec you want to revalidate in the dropdownlist control.
- Select one or some or all of the AOCs or Ops Specs that you want to revalidate.
- Click to edit the AOCs or Ops Specs.
- Click the titles of the list to sort the listed AOCs and Ops Specs.
- Click Revalidate button to revalidate the selected AOCs or Ops Specs.

When you click to edit the AOC or Ops Spec, you will have an overview of the AOC or Ops Spec. You can reference the overview of AOC or Ops Spec in the section 3.1.1.
3.1.3 Outdated

AOCs and Ops Specs that are not revalidated by the user will be marked as outdated. Here the page lists the outdated AOCs and Ops Specs needs to be revalidated.

The operations in this page are almost the same as those in Revalidate. Please reference section 3.1.2.

3.1.4 Manage AOC

This page lists all of the AOCs and Ops Specs in the state.
As the screen above shows,

- Select the certificate status of the AOCs you want to check.
- Click the title of the list to sort the AOCs.
- Click ✂️ to edit the AOC.
3.2 Issuing Authority

CAA users can modify the information of the Issuing Authority. The information of the Issuing Authority is very necessary when uploading AOCs and Ops Specs. Please ensure that it is completed and correct.
3.3 Operators

CAA users manage the operators in the state. What’s more, they can also view the operators in other states.

As the screen above shows, users can:

- View the operators in other states.
- Edit the operators in their own states.
- Delete the operators whose AOCs are not active in their own states.
- Add new operators.
- Sort the operators by clicking the titles of the list.
Click Add a new operator and you can add a new operator. Please complete the items in the page with the help of tips.

<table>
<thead>
<tr>
<th>Operator State</th>
<th>Operator Name</th>
<th>Three Letter Designator (Telephony)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHINA</td>
<td></td>
<td>SELECT ONE</td>
</tr>
</tbody>
</table>

**Operator State**
- You can add or update the user's information here.

**Operator Name**
- The operator's legal registered name.

**Three Letter Designator (Telephony)**
- The operator's trade name, if different from the legal name. The phrase "DBA" meaning "doing business as" will precede the operator's trade name.

**Address1**
- Principal address, street number, name, office number, etc. of the operator.

**Address2**
- Additional address information.

**City**

**District**
- Operator state, province, county, etc.

**Country**

**Postal Code**
- Operator postal code, zip code, etc.

**Phone Number**
- Operator's principal place of business telephone, including country code.

**Fax Number**
- Operator's principal place of business fax, including country code.
3.4 Documents

This page lists the documents uploaded by operators. These documents include insurance documents, operation manual documents and aircraft-related documents.

As the following screen shows:

Users can:

- Search the documents by the search criteria.
- Download the documents (Only operator users can delete these documents or add new documents).
- Sort the documents by clicking the titles of the list.
3.5 Upload AOC

AOC system provides several ways to upload AOCs or Ops Specs:

- Upload the AOCs online.
- Upload the AOCs with templates.
- Upload the AOCs with XML (still under developing).

As the following screen shows:

Users can:

- Click Start a new AOC to upload the AOC online.
- Click Download Template to download the template, and click Import Template to bulk upload AOCs.
- Click Upload a Previous AOC to upload the previously save AOC in the local machine.
3.5.1 Start a new AOC

Users can upload AOC online directly. As the following screen shows:

- Enter the items with the help of tips.
- Click the link above the page title to the page you want, if the page has been completed.
- Click Back: ... button to return to the previous page.
- Click Next: ... button to go to the next page.
- Click Save to File button to save the items you have completed to your local machine.

3.5.2 Upload AOC with templates

Users can also upload AOCs with excel templates. First, download the templates by clicking Download Template button.
When you complete the excel template, click Import Template button to import the AOCs or the Import Template link in the left navigation.
As we can see from the screen above,
- Click "Browse"... to select the excel file that has been done.
- Then click Import AOC to import the AOC to the database.
- If there are errors in the template, then you’ll see the following screen:

Validation Error Message:

- AOC number must be numeric, and cannot be used in the form of scientific notation (Set excel column properly as text).
- The acceptable value of AOC Expiration Date is last year to 2090.
- Operator Name, is missing
- Other Matter Contact Fax cannot be null
- Other Matter Contact Email is invalid.

Please modify the excel data, and then re-upload it later.
3.5.3 Import AOC with XML

Besides the two ways in section 3.5.1 and 3.5.2, users can also import AOCs with XML files.

Notes: this function is still under development.

As the screen shows above,
- Click Browse... to select the xml file that has been done.
- Then click Import XML to import the AOC to the database.

3.5.4 Upload Previous AOCs

Users can continue to upload the AOCs that have previous save.
As the screen shows above,

- Click Browse... to select the xml file that has been done.
- Then click Upload AOC to continue the upload of previous save AOC.

### 3.6 Upload Ops Spec

The procedure of uploading Ops Spec is almost the same like uploading AOC. Please reference section 3.5.
3.7 Search

AOC system provides search functions for users. User can not only define the search criteria, but also export the search results.

3.7.1 Simple Search

Simple search provides some criteria for users to search AOCs quickly, such as state, operator name, certificate status.

As the screen shows above,
- Define search criteria.
- Edit the AOCs in the search results.
- Sort the search results by clicking titles in the search results list.
- Click the icon to export the search results as excel files.

As the following screen shows:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOC NO.</td>
<td>State</td>
<td>Operator Name</td>
<td>Certificate Status</td>
<td>AOC Date of Issue</td>
<td>AOC Expiration Date</td>
</tr>
<tr>
<td>457786</td>
<td>CHINA</td>
<td>SHENZHEN AIRLINES</td>
<td>active</td>
<td>29-Aug-2012</td>
<td></td>
</tr>
</tbody>
</table>
3.7.2 Advanced AOC Search

Advanced AOC Search provides all of the AOC items as the search criteria for users. Users can export the search results as excel documents.

As the screens show above,
- Define or reset search criteria.
- Edit the AOCs in the search results.
- Sort the search results by clicking titles in the search results list.
Click the icon to export the search results as excel files.

### 3.7.3 Advanced Ops Spec Search

Advanced Ops Spec Search provides all of the Ops Spec items as the search criteria for users. Users can export the search results as excel documents.

The functions are almost the same like Advanced AOC Search. Please reference section 3.7.2.
3.8 Manage System

CAA administrators manage the inspectors and operators in the state.

As the following screen shows, CAA administrators can:
- Select the role to view the users in the state.
- Edit or delete one user.
- Add new users.
- Sort the users in the list by clicking the titles of the list.

3.8.1 Add new users

CAA administrators can add new users from Active Directory (AD) and assign them roles.
As is shown in the screen above, CAA administrators can:

- Choose users from AD and add them to the AOC system.
- Assign the chosen users roles.

3.8.2 Edit User

CAA administrators can modify the users’ roles and other information.

As we can see from the screen above,

- Modify the user’s role.
- Update the operator user’s operator company.
- Save the user’s updated information.